Wyoming Senior Services Board meeting minutes - March 11, 2021

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The meeting was called to order at 8:40 a. m. by Chairman Jo Cox.

Attending:

WSSB members: Jo Cox, Ursula Huckfeldt, Terry Newman, Ky Dixon, Tim Ernst – ex officio.

Division on Aging: Liz Vigil.

Senior project representatives: Cynthia Johnson and Fawn Goten, Greybull; Janet Dickeson, Thermopolis; Cathy Florian, Powell; Jill Kingston and Karen Smith, Glenrock/Douglas; Carmen Rideout, Sheridan; Jeri Bottenfield, Torrington; Marge Myers, Sundance; Glenda Mefford, Newcastle; Kim Wolfer, Sandy Stonecipher, and Jamie Lookingbill, WSCI – Riverton; Jane Nolde, Lander; Sue Carey, Tensleep; Roxanne Rudy, Kemmerer; Sharon Farquhar, Buffalo; Tina Saunders, Riverton.

Minutes of 1/21/11 meeting:

Approved as corrected (delete line OE under heading 'revised quarterly meal summary') Motion by Huckfeldt, second Newman. Unanimous.

Chairman Cox reported that due to fact that WSSB currently has only 4 members the chair will vote on all motions. There is an indication from the Governor's office that new appointments may be made soon. WSSB plans to have a training session on grant review for new members on April 12 at 11 a.m. in Casper.

Approval of 2nd quarter reports:

Pine Bluffs, Tensleep, Black Coal, Weston, Eppson, Riverton – motion by Dixon, second by Newman. Unanimous.

Tim Ernst reported that the new rules which will streamline the approval of quarterly reports will be going out for public comment and will not be in effect for at least 60 days. When those rules take effect the procedure will be: WSSB representative reviews quarterly reports – when they are correct the representative will notify the Chairman and also notify the Division on Aging. No official board action will be required.

Confirm approval Cokeville rebudget -

Increase equipment line item to \$2000 as considered at January 21 meeting. Motion by Huckfeldt second by Newman – unanimous.

Approve request from Washakie/ Worland to rebudget equipment expenditures in formula grant:

Motion by Dixon second by Huckfeldt. Unanimous

Approve request from Sheridan Senior Center to revise wage supplement grants – Motion by Huckfeldt second by Dixon. Unanimous.

Report on funding available for F.Y. 2012 Wage 2 and Wage 3 grants. Ky Dixon reported that for the current FY (2011) Wage 2 (of 2009 Legislation) and Wage 3 (of 2010 Legislation) grants were distributed by the distribution formula required for Wage 2 and Wage 3 in legislation and developed by the Department of Employment under contract with WSSB. Knowing that the Black Coal Senior Center of the Northern Arapaho Tribe will be eligible for wage funding in F.Y. 2012, the WSSB again contracted with the Department of Employment to revise the data, this time using wage comparisons by region of the state. That data was completed in January 2011. A question has been raised as to whether or not the wording of the legislation requires using the distribution formula developed by the first data collection. To avoid having to postpone the grant process for Wage Supplement Grants 2 and 3, while requesting an opinion from the Attorney General, Dixon recommended that Wage 2 and Wage 3 funds be distributed by the percentages established in the original Department of Employment funding model that was prepared in 2010 using state-wide comparisons. Dixon also recommended that WSSB administration funds be transferred to the regular formula 2012 grants of Black Coal Senior Center and Senior Center of Jackson Hole (because of regional wage disparities, Jackson Hole received no funding in the first DOE distribution formula) in the amounts which they would have received in the second DOE distribution formula.

Regular meeting - Motion by Terry Newman, seconded by Ky Dixon to move funding from the allowable 1% administration money to Jackson [Senior Center of Jackson Hole] and Northern Arapaho [Black Coal] formula grants for FY 2012. Passed unanimously.

11:05 am Reconvene regular meeting to clarify funding amounts to Jackson Hole Senior Center and Black Coal Senior Center of Northern Arapaho. Motion by Ky Dixon seconded by Terry Newman to transfer \$3557 to Jackson; transfer \$3049 to Northern Arapaho. Passed unanimously.

Clarification of positions eligible for wage supplement funding.

Chairman Cox clarified that for the upcoming grant applications there will no longer be a requirement that projects only supplement positions that were included in the 2008 original wage funding.

If necessary wages paid to administrators for time when they are providing direct care may be charged to wage supplement grants under the direct care position (e.g. executive director drives a bus or bookkeeper cooks etc.).

Timeline for Grant applications for WSSB FY 2012 funding and reporting for 2011: Chairman Cox reviewed the following timeline for submission and approval of FY 2012 grants and reporting for FY 2011 grants:

March 15: All forms will be available on the website for 2012 grants

April 8: All WSSB grant proposals due

April 15: 3rd quarter reports due for FY 2011 grants

April 8 - 25 WSSB review and request revisions to 2012 grant proposals

May 2 - deadline for budget revisions for 2011 grants

May 5 - Chevenne WSSB approve grants

Note!! If mailing to the Division by regular mail use zip code 82002. If you use UPS or FEDEX use zip code 82009.

Janet Dickeson reviewed the new grant forms, grant instructions, and report forms for FY 2012 grants. Unanimously the board and all attendees thanked Janet for the great work on preparing, testing, and presenting new and much simplified forms. Chairman Cox reminded the directors that quarterly reporting forms for FY 2011 must continue to be used for the 3rd and 4th quarter reports for FY 2011.

FY 2012 Budget approval

Motion by Dixon seconded by Newman to transfer the following amounts from FY 2011 to FY 2012 - passed unanimously.

- \$68,676 from 2011 Basic to 2012 Formula
- \$54,475 from 2011 Formula to 2012 Formula
- \$45,742 from 2011 original wage to 2012 original wage
- \$821 from 2011 wage II to 2012 wage II
- \$3,248 from 2011 wage III to 2012 wage III

Motion by Dixon seconded by Huckfeldt to approve a total budget of \$5,760, 226 for WSSB funding to eligible Senior Centers.

Tim Ernst reported on activities of the Aging Division.

- CBIHS grants are due the 2nd week in May.
- The newly appointed Director of the Department of Health, Tom Forslund, will begin his duties on March 21st.
- The Wyoming United for Aging and Disabilities Conference will be held May 3rd, 4th, and 5th at Little America in Cheyenne.
- The Aging Division 'report card' had a 67% return rate and excellent content in feedback. The division will work on areas identified as needed for improvement and redo the survey in the future to determine if there is improvement.

Terry Newman reported that the Advisory Council on aging will be meeting on March 23.

Public Comments: Workforce Services has training funds which could be used for reimbursement for registration and training at the Wyoming Conference for Aging and Disabilities.

The Board went into executive session to consider two items of potential legal action.

After approximately 30 minutes the board reconvened.

Motion by Dixon seconded by Huckfeldt regarding Carbon County Senior Center – passed unanimously.

Wyoming Senior Services Board authorizes the Aging Division to act as WSSB's agent to recuperate WSSB funds spent for purposes other than those for which they were granted to Carbon County Senior Services. In addition, WSSB establishes a 12 month probationary period for Carbon County Senior Services to work out issues of reporting and repayment. Starting in FY 2012 all WSSB payments to Carbon County Senior Center shall be made quarterly contingent on satisfactory reporting and compliance.

Motion by Dixon seconded by Newman regarding Services for Seniors of Wheatland – passed unanimously.

Wyoming Senior Services Board authorizes a member of the Aging Division staff to provide technical support for Services for Seniors of Wheatland to learn how to comply with WSSB requirements and to evaluate WSSB funding. In addition we appropriate WSSB administrative funds to reimburse the Aging Division for technical support and oversight. Starting in FY 2012 all WSSB payments shall be made quarterly contingent on satisfactory reporting by Services for Seniors of Wheatland.

(The matter of the funding amounts to Black Coal and Teton needed to be clarified. Motion to clarify is recorded above.)

There being no further business the meeting was adjourned at 11:20 a.m.

Respectfully Submitted,

Ky Dixon, Recorder Pro tem

Jo Maxfield-Cox, Chair